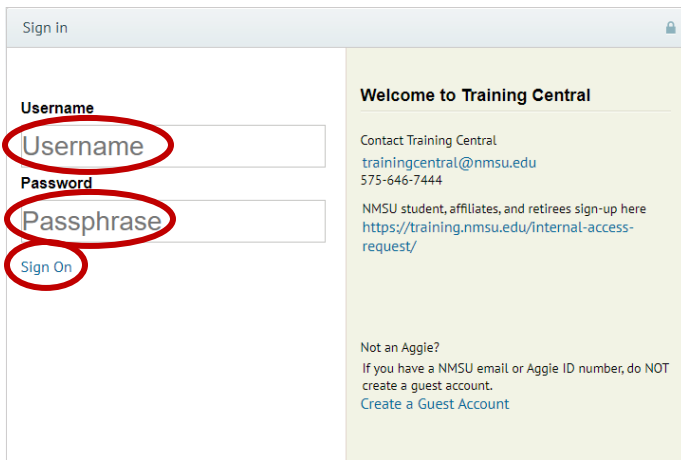


Creating Manager Training Reports in the Training Central System

Log in to Training Central – <http://trainingcentral.nmsu.edu> using your NMSU **Username** and **Passphrase**.



Sign in

Username
Username

Password
Passphrase

Sign On

Welcome to Training Central

Contact Training Central
trainingcentral@nmsu.edu
575-646-7444

NMSU student, affiliates, and retirees sign-up here
<https://training.nmsu.edu/internal-access-request/>

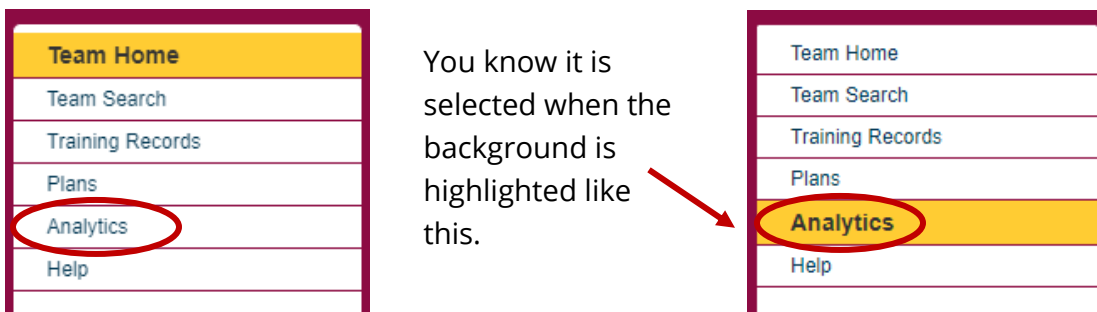
Not an Aggie?
If you have a NMSU email or Aggie ID number, do NOT create a guest account.
[Create a Guest Account](#)

Click **Sign On**.

On the top of the page, make sure the **My Team** icon is selected.



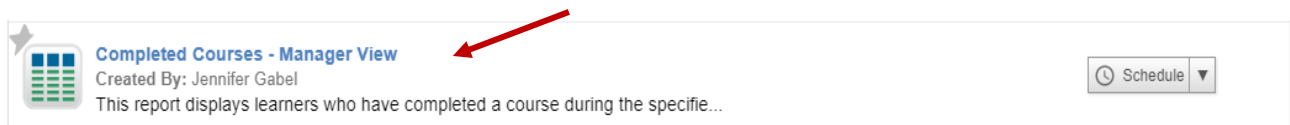
On the left sidebar select, **Analytics**.



Click on the **Reports** tab to make sure it is selected. By default, the **Recently Viewed** reports is selected. If you have not used this report previously, click on the **All** tab.



Select the **Completed Courses – Manager View** report.



Creating Manager Training Reports in the Training Central System

Enter a date range in the **Completed Training** fields, add the **Course Title or ID**, and then click **Run** to run the report.

✗ DO NOT click on the **Save & Run** button because it saves the filters for all users in the system, not just your department.

Completed Courses - Manager View

Enter filter values to execute the report

The AND operator has been applied to all the filters.

Completed Training (Transcript) Ended/Completed On Date* Greater Equal Specific date

Completed Training (Transcript) Ended/Completed On Date* Less Equal Specific date

Course ID Equal Type to search

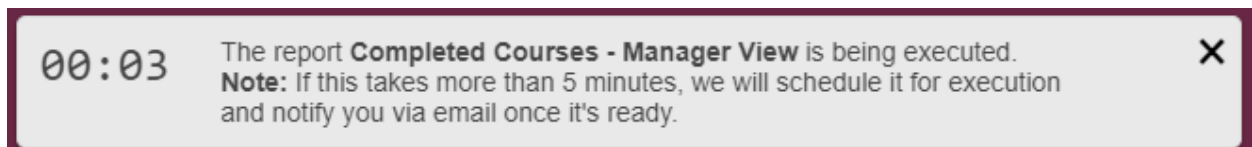
Course Title Starts With

Save & Run Run Cancel

For Return to Campus training, there are 3 courses that those who supervise employees may need to check:

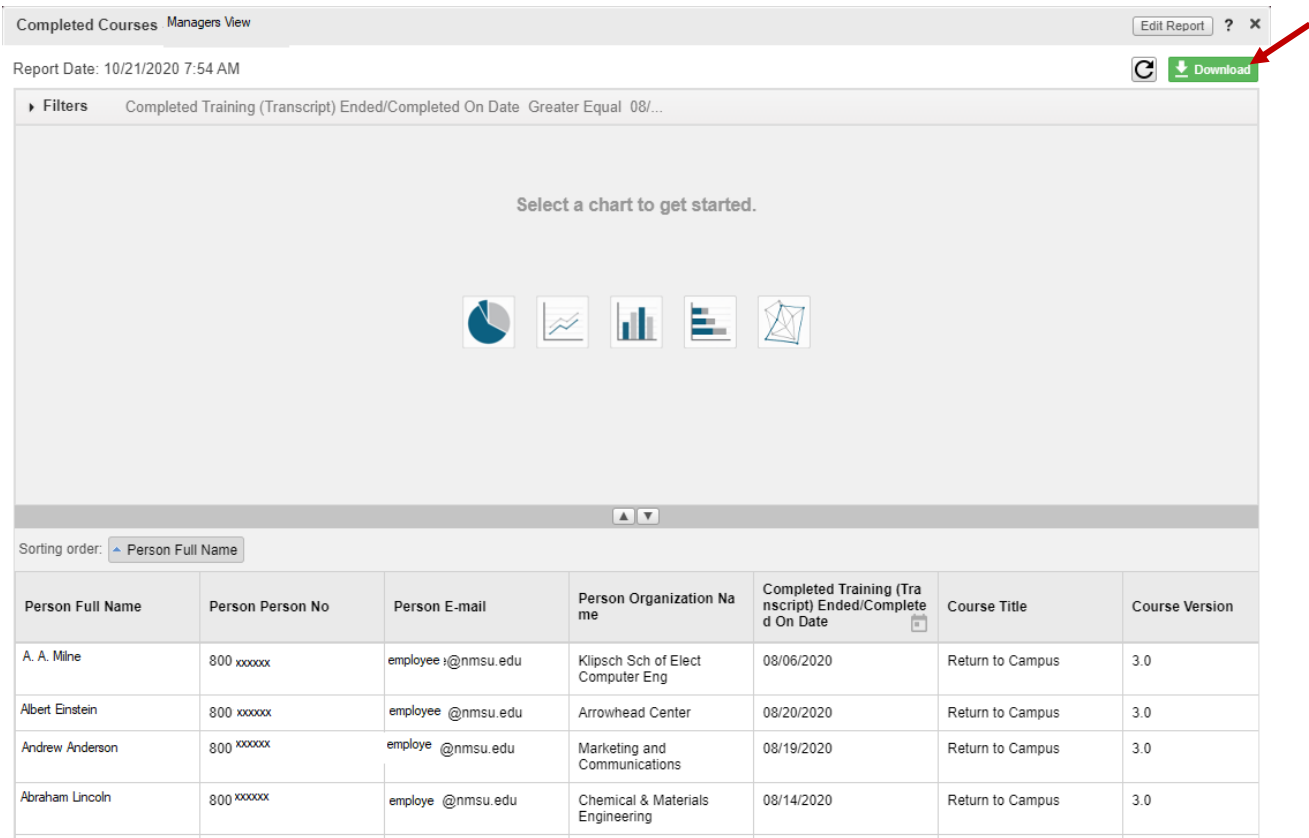
- Return to Campus – Course ID, 00010624
- Regreso a la universidad (Spanish version) – Course ID, 00010904
- Managing the Return to the Workplace (Manager version) – Course ID, 00010884

As your report is running you may get a message like the one below. Wait for the report to finish running.



Creating Manager Training Reports in the Training Central System

The report will include employee data as seen below when the process completes.



Completed Courses Managers View

Report Date: 10/21/2020 7:54 AM

Filters: Completed Training (Transcript) Ended/Completed On Date Greater Equal 08/...

Select a chart to get started.

Sorting order: Person Full Name

Person Full Name	Person Person No	Person E-mail	Person Organization Name	Completed Training (Transcript) Ended/Completed On Date	Course Title	Course Version
A. A. Milne	800 xxxxxx	employee1@nmsu.edu	Klipsch Sch of Elect Computer Eng	08/06/2020	Return to Campus	3.0
Albert Einstein	800 xxxxxx	employee @nmsu.edu	Arrowhead Center	08/20/2020	Return to Campus	3.0
Andrew Anderson	800 xxxxxx	employe @nmsu.edu	Marketing and Communications	08/19/2020	Return to Campus	3.0
Abraham Lincoln	800 xxxxxx	employe @nmsu.edu	Chemical & Materials Engineering	08/14/2020	Return to Campus	3.0

You can download the report in PDF, XLSX, or CSV format by clicking on the green **Download** icon above the graph in the right hand corner of the screen.



**Center for Learning &
Professional Development**

<http://training.nmsu.edu>

training@nmsu.edu

(575) 646-7444

Remember...Never Stop Learning!